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ORD 1073-65
13 April 1965

MEMORANDUM FOR: Assistant Director for Research and
Development

SUBJECT: ORD Career Service Board ^{PANEL}

1. The following recommendations are suggested as a
modification of the attached ORD Instruction 20-1.

a. Organization - The Career Service Panel should include all division chiefs and the Executive Officer as permanent voting members. The Administrative Officer should be the Executive Secretary and a non-voting member. A Recording Secretary, non-voting, should also be present. The chairmanship of the Panel should be rotated every six months among the voting members. Ex officio members should be present only when requested by the Panel.

b. The minutes of the Panel meeting should be recorded and distributed on an "Eyes Only" basis prior to each Panel meeting. A summary of Panel activities should be disseminated through the Office every four months.

c. In addition to the functions listed on the attached instruction, I would add the following.

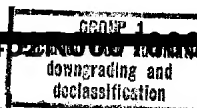
1) The Career Panel should review nominations of candidates for the CIA Mid-Career Course.

2) The Career Panel should review nominations of candidates for the various senior officer schools such as the National War College, Armed Forces Staff College, Industrial College, etc.

3) The Panel should review requests for transfer of ORD personnel to other Agency components, particularly when a change in career service is designated

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and should review recommendations relative to rotation and reassignment of individuals to other components on a loan basis.

4) The Panel should consider and review nominations for ORD, CIA, and other federal service honor and merit commendations and awards.

5) The Panel should make recommendations relative to the selection of individuals for career employee status. *4c(1)*

2. The most important single factor in the success or failure of a career board appears to be a clear definition of its role vis-a-vis the head of the office. It should be clearly understood by the Panel that its role is advisory, not supervisory. Although they are not responsible for office management in the specific sense, they have an opportunity to shape the policies of ORD which, in the long run, are even more important than specific actions. Although promotion recommendations inevitably seem to be of major concern to the Career Boards, this function is in fact only a small part of the board's responsibility; this should be emphasized. *3 4a*

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Deputy Assistant Director
LS/ORD/DD/S&T

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